



Stanley Town Council

NOTICE OF MEETING

I hereby give notice that a meeting of the Finance and General Purposes Committee of Stanley Town Council will be held on Wednesday, the 13th February at 6.30pm at Civic Hall, Front Street, Stanley, Co. Durham, DH9 0NA.

TO ALL MEMBERS of STANLEY TOWN COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE

M Davinson*	A Clegg	C Bell	G Binney	B Nair	L Christie
J Clark	H Clark	C Hampson	J Kane	C Marshall	D Marshall
J McMahon§	J Nicholson	J Pallas	J Stephenson	L Timbey	D Tully
G Wilkinson	J Tully				

You are hereby summoned to attend a meeting of the **Finance and General Purposes Committee of Stanley Town Council** to be held at **Civic Hall, Front Street, Stanley**, on **Wednesday 13th February 2019 at 18.30** in order to transact the following business:

Yours sincerely,

Alan Shaw
Town Clerk
6th February 2019

Please turn off all mobile phones or set to silent mode
Please refer to the Policy for recording proceedings

*Chairman § Vice-Chairman

A G E N D A

1 APOLOGIES FOR ABSENCE

To **RECEIVE** any apologies and reasons for absence.

2 DECLARATIONS OF INTEREST

Members are invited to **DECLARE** disclosable pecuniary interests and other interests, along with the nature of those interests, in relation to any item on this agenda.

3 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIR

To **RECEIVE** any announcements from the Chair or Town Clerk.

4 PUBLIC PARTICIPATION

An adjournment will be allowed at the direction of the Chairman to allow for public comment and response in relation to items on this agenda or to consider written questions from the public submitted in advance of the meeting (*Individuals will be permitted a maximum of three minutes each. Total time for this session is limited to fifteen minutes*).

5 CONFIRMATION OF MINUTES (ATTACHMENT A)

To **APPROVE** as a correct record and sign the minutes of the Finance and General Purposes Committee meeting held on 12th December 2018.

6 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

Statutory Basis:Accounts & Audit (England) Regulations 2011

December 2018

Schedule of Payments	(ATTACHMENT B)
Schedule of Receipts	(ATTACHMENT C)
Bank Reconciliation	(ATTACHMENT D)
Bank Balances	(ATTACHMENT E)
Trial Balance	(ATTACHMENT F)
BACS Payments	(ATTACHMENT G)

Committee is requested to **CONSIDER** the attached information and

- (i) **APPROVE** the payment of accounts for December 2018; and
- (ii) **NOTE** the Bank Reconciliation for December 2018.

7 BUDGET MONITORING

Year to Date Expenditure Budget Report	(ATTACHMENT H)
Budget Monitoring Report	(ATTACHMENT I)

A review of year to date expenditure with a forecasted out-turn. Variances highlighted and actions proposed if there appears to be an overspend forecasted.

Committee is requested to **CONSIDER** this matter and **DECIDE** if any action is required

8 STRATEGIC GRANTS POLICY (ATTACHMENT J)

In consultation with Cllr C Marshall, the Town Clerk has produced a draft of the policy to manage the new Strategic Grants Fund to be implemented in 2019/20.

Committee is requested to **CONSIDER** the draft policy presented and **DECIDE** if any changes are required.

9 STANLEY FUND UPDATE (ATTACHMENT K)

The Town Clerk met with Michelle Cooper and Sharon Gollan from the County Durham Community Fund on 31st January to discuss the Terms of Reference for the Stanley Fund.

A report outlining their **RECOMMENDATIONS** is attached.

Committee is requested to **CONSIDER** the report and **DECIDE** what to do.

RECOMMENDATION: Committee should **AGREE** the outline terms of reference (subject to any changes) so that a detailed document can be produced for the **CONSIDERATION** of Full Council later in the month.

10 FLEXI-TIME POLICY (ATTACHMENT L)

Council **AGREED** the Terms of Reference and proposed work plan of the Policy Group at the Full Council Meeting held on 22nd January 2019. The Town Clerk has obtained copies of relevant DCC policies and begun localising them for adoption by the Town Council.

Committee is requested to:

- (i) **APPROVE** the draft flexi-time policy; and
- (ii) **INSTRUCT** the Town Clerk to implement the scheme (subject to normal staff and Trade Union consultation.)

Notes:

I have changed the bandwidth from the DCC policy to begin later and end later – this reflects our circumstances where we are more likely to work in the evening than early in the morning. I do not think it would be beneficial to the Council with our limited complement to allow staff to start work at 7am.

I have standardised all working days at 7 hours 24 minutes to make recording simpler – DCC run a system with different hours Monday to Thursday and Friday which seems unnecessarily complicated.

At this point in time, I do not see flexi-time being suitable for the staff in the Enviro team or the Civic Hall who work fixed shifts so the effect of the policy would be limited to:

Town Clerk
Deputy TC
Operations Manager
Finance Officer
Senior Admin Officer

11 STC EVENTS PROGRAMME (ATTACHMENT M)

An initial planning meeting for the year was held with our Events Contractor on 29th January 2019. Notes of the meeting are attached for the information of members.

Committee is requested to consider the report and **DECIDE:**

- (i) Tantobie Cricket Club has been suggested as a possible alternative venue to View Lane Park for the Play in the Park event. View Lane has always been a problematic location due to access and drainage. The County Council has recently installed a new MUGA in the Park which now means additionally there is now insufficient space for the event. It is felt that location in the Tanfield ward is desirable to spread the events more evenly across the Parish.
- (ii) If the proposal for the Miner's Sunday Event is appropriate and can be developed further; in particular:
- (iii) Is Committee happy for a proportion of the budget to be allocated directly to local active banner groups (i.e. Craghead, Morrison Busty, South Moor and Tanfield Lea) to support their running costs.
- (iv) Does Committee support a **RECOMMENDATION** to Full Council that funding from the Heritage Fund (*Cost Centre 320 4423, Budget £5,000*) and from the Civic Hall fund (*Balance at 6/2/19 £56, 133*) be allocated in addition to the event budget in order to facilitate the display of the South Moor No 1 (Louisa) banner in the stairwell leading to the Bamburgh Suite within the Civic Hall. The official unveiling of the display would take place on the Miner's Sunday Event but it would be in place for viewing on the anniversary of the Louisa Morrison disaster a few days before.

12 COMMITTEE ACTIONS UPDATE

(ATTACHMENT N)

Details of Committee decisions taken since the AGM held on 16th May 2017 are attached with a record of those completed and outstanding.

Committee requested to **CONSIDER** the report, **REVIEW** the decisions and **DECIDE** if any further action is required at this time.

Members may also request verbal updates in respect of any of other matters.

13 DATE, TIME AND VENUE OF NEXT MEETING

Wednesday 13th March 2019, Civic Hall, Stanley

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are welcome to attend the meeting. Members of the public will only be permitted to speak at the beginning of the meeting during Public Question Time.